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OFFICE OF RESEARCH AND REPORTS

25 August 1955

Office Regulation ~~200-2~~ 20-10

SUBJECT: Transfers from Nonprofessional to Professional Positions

1. This regulation summarizes the ORR Career Service Board recommendations as approved by the Assistant Director for policies and procedures on transfer from nonprofessional to professional positions in this Office.
2. The Office encourages transfer of qualified individuals from nonprofessional to professional positions. Qualifications of individuals recommended for such transfers will be evaluated to the same extent and with the same care as new appointments to professional positions. Occupancy of a nonprofessional position will neither prejudice the transfer nor provide a shortcut for entry into professional grades.
3. Professional positions are considered to fall into three groups according to the part that academic training plays in the qualifications for the position. These groups are defined and procedures for transfer are outlined in paragraphs 4, 5, and 6 below.
4. The Specialized-Study Group consists of professional positions depending in part on qualifications in a recognized and well-defined academic discipline. Nonprofessionals with academic records such that they would be qualified for new appointments as professionals may be transferred by administrative action on recommendations through normal command channels. Nonprofessionals without such qualifications will be required on their own time and at their own expense to take sufficient academic training to make up the deficiency.
5. The General-attainment Group includes positions depending in part on academic qualifications common to more than one academic discipline and positions depending on qualifications peculiar to the profession of intelligence. Examples are: editors, information officers, personnel officers, requirements officers. Individuals having completed four years of college work may be recommended by area chiefs for transfer at the end of a six-month detail without further requirements. Individuals who have not completed four years of college work but who, in the opinion of their supervisors, have reached through experience an equivalent attainment may be recommended by their area chiefs at the end of a six-month detail if they have by that time completed the intelligence

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prognosis test with not less than average promise and whatever basic courses are currently required of incoming professionals (at present, the Basic Orientation and Intelligence Principles and Methods courses).

6. The third group includes cases not falling under either of the two previous groups. Such cases will be presented individually to the ORR Career Service Board by the area chief concerned for action by the Board.

7. This regulation is effective from date of issue. However, all cases involving existing details or other arrangements in process as of this date will be considered under the third group. Division chiefs are responsible for forwarding to area chiefs (Office Staff chiefs to EX/RR) by 6 September 1955 statements on any transfers they consider already pending.

FOR THE ASSISTANT DIRECTOR:


Executive

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